



2023 Summer Job Posting

Job title: Policy Associate

Reports to: Manager, Public Policy & Engagement

Location: Remote in Canada, Access to Internet Required

Hours: 31.5 hours per week

Number of weeks: 9 weeks

Hourly rate of pay: \$20.00

Application deadline: May 31, 2023

About BGC Canada

For 120+ years, BGC Canada has created opportunities for millions of Canadian kids and teens. As Canada's largest child and youth-serving charitable and community services organization, our Clubs open their doors to young people of all ages and their families at 736 locations nationwide. Positive relationships. Essential programs. Opportunity changes everything. Learn more at bgccan.com and follow us on social media @BGCCAN.

About You

You have excellent written and interpersonal skills, the ability to work independently on multiple projects and an interest in public policy and government relations. You are tech-savvy and enjoy working, managing, and maintaining digital platforms such as Salesforce and SharePoint. You have excellent attention to detail and enjoy conducting background research. You enjoy being helpful, thorough, and concise. You align with BGC Canada's core values of belonging, respect, encouragement & support, working together, and speaking out.

About the Role

- Conduct background research on key issues of importance to children and youth and support the development of policy papers, briefs, letters, and other advocacy tools

- Conduct background research on governance policies and process best practices and support the development and implementation of strengthened governance policies and processes
- Monitor, analyze and synthesize political and policy developments that may affect BGCs and children and youth in Canada.
- Monitor potential government grant opportunities for Clubs and support with grant applications as needed
- Contribute to research and policy around local integration and collaboration models
- Support with engaging the National Youth Council Policy Subcommittee
- Support with inputting and organizing information in Salesforce

Our Ideal Candidate

- Currently enrolled in a College/University program such as:
 - Social Work, Social Service Work, Child and Youth Work, Public Policy, Public Administration, Political Science or a related field
- An interest in public policy, government relations and/or advocacy
- Excellent organizational, analytical, and communication (written and verbal) skills
- Communication, organization, and time management skills with the ability to work independently on multiple projects
- High level of proficiency in Microsoft Office, SharePoint and Zoom
- Experience working in an association or not-for-profit environment and in Salesforce is considered an asset
- Fluency in French is considered an asset

Eligibility

- Must be between 15 and 30 years of age at the start of the employment
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Satisfactory clearance under the Vulnerable Sector Screening Process
- BGC Canada requires all employees to be fully vaccinated

How to Apply

We would like to hear from you if you are interested in this role. Please forward your cover letter and resume confidentially to placement@bgccan.com and include **"Policy Associate – YOUR NAME"** in the subject line of your email.

BGC Canada is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S & LGBTQIA+ persons, and other persons from diverse backgrounds. Upon request, we offer accommodations to applicants with disabilities throughout our hiring process.

As leaders in vaccination education, BGC Canada requires all employees to be fully vaccinated. The definition of 'fully vaccinated' against COVID-19 is based on the public health requirements for a vaccine passport (or similar official evidence) in the jurisdiction of the employee's residence. The successful applicant will need to provide proof of vaccination.

We thank all applicants for their interest; however, only those under consideration for the role will be contacted.